

Procedure for Filling a Town Council Member Vacancy:

1. Accept questions from the public for the Council to consider asking the Candidates
2. Council will meet to review questions received from the public and determine list of questions that will be asked of each Candidate
3. Council will host a Candidates Forum:
  - Forum Procedure
  - a. Each Candidate will be allowed five (5) minutes for Presentation
  - b. The Mayor will ask set question concerning vision for and issues facing the Town to each candidate
  - c. Each Councilmember will be allowed one (1) follow-up question of each candidate
  - d. Council will complete ballot by selecting up to three (3) ( four (4) if a tie) finalist to move on to the upcoming Council Meeting
  - e. Council will announce the names of the three to five finalists.
4. During the following Meeting, each Council member will be allowed one additional question of each Candidate followed by Council action to appoint a member to fill the vacancy. If Council is unable to make an appointment by majority vote, Council will meet again.
5. Council will meet to continue deliberation and consideration of appointing a member to fill the Council vacancy.